

ADMINISTRATIVE USE ONLY

17 OCT 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

ATTENTION :

SUBJECT : MBO Objective OS-D 01-76

REFERENCE : Memo dtd 19 Sep 75 for DD/PTOS
from DD/P&M, same subject

1. In accordance with Milestone #2 of MBO Objective OS-D 01-76, the following is a listing of the files held by the various Division Branches. They are listed by descriptive title with the volume of each given in cubic feet and with the letter designation indicating their retention/destruction category. The latter categories are as follows:

- a. Must be kept by law, directive or regulation.
- b. Must be destroyed.
- c. Should be kept.
- d. Should be destroyed.

2. In the case of the Overseas Security Branch, all files have been designated as "should be kept." However, the files may be reduced approximately 15 percent as a result of routine annual purging.

3. As indicated in paragraph 4 of referenced memorandum, a number of record titles will appear twice. This results from the need to place certain portions of these files in different retention/destruction categories.

RECORD TITLE

VOLUME
(cubic ft.)

RETENTION/
DESTRUCTION
CATEGORY

SAFETY BRANCH

Special Hazard Files	1.88	C
Admin & Policy Files	1.88	A
Safety Policy Files	1.25	C
Fire Protection & Life Safety Files	3.75	C
Inspection Reports	17.92	C
Accident Statistical Reports*	20.60	A
Building Plans	12.20	C
Reference Material	46.50	C
Accident Records (Cards)*	.30	A
Odd Size - Handouts & Testing		
Training Equipment	23.80	C

*These files are kept for 5-year periods in addition to the current year of recording.

DOMESTIC SECURITY BRANCH

Survey Files, Active	14.00	C	
Survey Files, Inactive	2.00	D	✓
Admin Files	3.50	C	
Policy Files, Active	10.00	C	
Policy Files, Inactive	1.00	D	
Security Violation Reports	5.00	C	
Security Violation Cards	3.50	C	
Reference Material	3.00	C	
Miscellaneous - Maps, Charts,			
Building Plans	13.00	C	
Special Project Material <input type="text"/>	4.00	D	✓ ?

OVERSEAS SECURITY BRANCH

Admin Files, Active	5.50	C
Policy Files	3.90	C
Reference Material	5.00	C

<u>RECORD TITLE</u>	<u>VOLUME</u> (cubic ft.)	<u>RETENTION/</u> <u>DESTRUCTION</u> <u>CATEGORY</u>
<u>OVERSEAS SECURITY BRANCH (cont'd)</u>		
Station/Survey Files, Active	34.50	C
Station/Survey Files, Inactive	3.30	C
E & E Plans	6.50	C
Terrorist Information and Reports	1.50	C
Admin Files, Retired	3.30	C
Individual Personal Working Files	14.80	C
Tickle Card Files	.10	C
Maps, Charts, Building Plans, etc.	12.00	C

HEADQUARTERS SECURITY BRANCH

Office of the Chief

Office Policy Files	9.30	C
Guard Soft Files	2.40	A
		Destroy 2 yrs. after release of FPO from detail. Records Control Schedule 36-70 #220.

Chronos	1.90	D ✓
Chronos	1.00	C
Films, Audio & Video Tapes	.30	C
Films, Audio & Video Tapes	3.30	D ✓
Working Material (Correspondence, Film, etc.)	6.60	C
Current Reference Material	1.80	C
Reference Material	.60	D ✓


Security Duty Office

Incident Reports	1.00	A
		Retire after 1 yr. Destroy after 5 yrs. Records Con- trol Schedule 36.70 #221

<u>RECORD TITLE</u>	<u>VOLUME</u> (cubic ft.)	<u>RETENTION/</u> <u>DESTRUCTION</u> <u>CATEGORY</u>
<u>Security Duty Office (cont'd)</u>		
Tour of Duty Reports	1.75	A Retire after 1 yr. Destroy after 5 yrs. Records Control Schedule 36.70 #221.
Security Violation Reports	1.25	A Retire after 1 yr. Destroy after 5 yrs. Records Control Schedule 36.70 #221.
Operational & Instruction Files	5.00	C
Card Size Files (Crank Cards & Telephone Backstop Cards)	7.75	C
Current Reference Material	9.00	C
Reference Material	4.00	D ✓
Audio Tapes	.60	C
Video Tapes	.14	C
<u>Identification Section</u>		
Badge Packets	67.33	C
Policy Files	4.00	C
Current Correspondence	8.00	C
Correspondence	4.00	D ✓ ?
Reference Files	3.00	D ✓
IBM History Listings (Agency & VNE Badges)	10.20	C
8 x 10 Color Photos VIP's	2.00	C
Camera Reference Material	.30	D ✓
VNE 2001 Requests	2.00	C
Computer Listings of Badges Issued	6.00	C
Catalogs	1.10	D ✓
Form 3475b (CENBAD cards)	5.00	C

<u>RECORD TITLE</u>	<u>VOLUME</u> (cubic ft.)	<u>RETENTION/</u> <u>DESTRUCTION</u> <u>CATEGORY</u>
<u>Security Services Section</u>		
Policy Files	3.56	C
Old Files	1.16	D ✓
Correspondence	.60	C
Reference Material	7.08	C
Working Material	3.52	C
<u>Receptionist Section</u>		
Official Pass (Form 604)	9.97	A Must Keep for 1 quarter & retain in current files for 1 additional quarter. Retire & destroy after 5 yrs. Records Control Schedule 36-70 #217.
Information Cards	.75	C
Reference Material	2.00	C
Personnel Files	1.00	C
Correspondence Files	1.00	C

STAT

 Chief, Physical Security Division

MBO OBJECTIVE OS-D 01-76

MILESTONE TWO

CATEGORIES OF FILES HELD BY POLICY AND PLANS GROUP

FILE	CUBIC FOOTAGE	CATEGORY AND AMOUNT				
		MUST BE KEPT	MUST BE DESTROYED	SHOULD BE KEPT	SHOULD BE DESTROYED	TRANSFERRED...
CHRONO	1.50			1.50		
HQS REGS & HHBs	2.50				2.50	
RMO FILES	2.00			2.00		
ADP WORKING FILES	.50			.25	.25	
PROGRAM CALL WORKING FILES	.50			.25	.25	
MBO WORKING FILES	.50			.25	.25	
FOIA WORKING FILES	7.00					7.00 (IRG)
MISCELLANEOUS	1.50			.50	.50	.50 (OS Reg.)
TOTALS	16.00 (Equals combined sub-totals)			<u>4.75</u>	<u>3.75</u>	<u>7.50</u>